

POSTING TITLE

COMM O 24R - Communications Manager

POSITION CLASSIFICATION

Communications Officer R24

UNION

GEU

LOCATION

Victoria, BC V9B 6X2 CA (Primary)
Multiple Locations, BC CA (may be considered)

SALARY RANGE

\$73,855.42 - \$84,134.34 annually

CLOSE DATE

December 12, 2023

JOB TYPE

16-month Temporary Assignment December 2023 – April 15, 2025, may become permanent.

MINISTRY/ORGANIZATION

BC Public Service -> Forest Practices Board

MINISTRY BRANCH / DIVISION

Forest Practices Board

JOB SUMMARY

***Communications Manager
Communication Officer R24***

We offer flexible work arrangements, including the opportunity to volunteer to telework (with conditions) as set out in applicable employer policies. The locations listed above are to assist applicants in searching for this opportunity. This position may be performed in other approved locations within the province of BC.

Are you interested in a multi-faceted communications role in a small organization that makes a big difference? The Forest Practices Board is looking for a Communications Manager to lead and implement the Board's communications program and activities.

The Board serves the public interest as the independent watchdog for sound forest and range practices in BC. The Board is an Administrative Tribunal established in legislation; it operates independently from government ministries and must make its decisions in the public interest. The Board has a legislated mandate to carry out audits and investigations of forest and range practices and reports its findings to the public.

Reporting to the Executive Director and supervising a Manager of Web and Social Media, and contractors, you will develop and implement standards for all Board publications, monitor and report on the effectiveness of communications products and activities, and recommend changes and improvements. You will provide advisory services to the executive and the Board Chair on all aspects of communications, including strategic communications planning, media relations and issue management, publications, event planning, digital communications and stakeholder relations.

This position offers a unique opportunity to contribute to the Board's strategic direction and enhance the Board's influence as the watchdog for sound forest and range practices in BC.

What Do You Bring?

- a passion for improving forest and range management in BC,
- a desire to work with a team of professionals who are passionate about their work,
- impeccable grammar and editing skills,
- the ability to write about complex resource management issues in plain language so people can understand them,
- the ability to understand complex issues and advise leaders on how to respond effectively,
- creative and engaging ideas for communicating complex information clearly, concisely and in a way that maximizes impact – through visuals, video, and other formats.

The BC Public Service is an award-winning employer and offers employees competitive benefits, amazing learning opportunities, and a chance to engage in rewarding work with exciting career development opportunities. For more information, please see [What We Offer](#).

The BC Public Service is committed to creating a [diverse workplace](#) to represent the population we serve and to better meet the needs of our citizens. Consider joining our team and being part of an innovative, inclusive, and rewarding workplace.

For information about the Indigenous Applicant Advisory Service please visit: [Indigenous Applicant Advisory Service - Province of British Columbia \(gov.bc.ca\)](#).

For complete details about this opportunity, including accountabilities, please refer to the attached job profile. For specific position related enquiries, please contact Geoff.Recknell@bcfpb.ca.

Your Application must include:

- Resume, outlining your education and past work experience
- Cover letter not to exceed 3 pages which clearly identifies:
 - How you meet the position's "Job Requirements" listed below
 - Why you are interested in the position
 - What you will bring to the job that will help you excel in the position

NOTE: Applications will be **accepted until 11:00 pm Pacific Standard Time on December 12, 2023.**

Job Requirements:

In order to be considered for this position, your application must clearly demonstrate how you meet the education and experience and the knowledge, skills and abilities outlined below:

Education and Experience:

- Bachelor's degree in a related field (Communications, Journalism, English, Public Relations)
OR
- An equivalent combination of education and experience may be considered**
- A minimum of three years of experience in each of the following:
 - Professional experience in communications, public relations, media relations, journalism or a related field;
 - Program or project management experience in a communications role, including planning, implementing, monitoring and evaluating success of communications activities;
 - Experience and ability to prepare and draft a variety of communication materials including corporate communications plans, annual reports, communications and media relations strategies, reports and presentation materials.

***An equivalent combination would be a diploma, certificate or post-secondary education in Communications, Journalism, English, or Public Relations and at least 5 years of experience in the above areas.*

Knowledge, Skills and Abilities

- Excellent written and oral communication skills to clearly communicate complex messages to a diverse group of stakeholders in a concise manner using plain language
- Proven ability work in a team-based environment while managing multiple projects simultaneously within required deadlines.
- Knowledge of computer applications including Microsoft Office and Adobe Creative Suite, and website and social media platforms including WordPress, Twitter, and Facebook.
- Ability to exercise a high level of tact, diplomacy, and sound judgement in dealing with government and stakeholder organizations.

Applicants selected to move forward in the hiring process will be assessed on their Knowledge, Skills, and Abilities and may be assessed for the Competencies as outlined in the Job Profile

APPLICATION REQUIREMENTS:

Cover Letter: YES - A cover letter is required as part of your application. The content and format of your cover letter will be evaluated as part of the assessment process.

Resume: YES - A resume is required as part of your application and will include accomplishments and employment history including job titles, start and end dates (month and year) of your employment, and your accountabilities and accomplishments.